



DRAFT

**CITY OF CORAL GABLES
CULTURAL DEVELOPMENT BOARD MEETING
* SPECIAL MEETING ***

Tuesday, January 29, 2020, 5:00 p.m.

Coral Gables Museum

285 Aragon Ave., Coral Gables, Florida 33134

*Historical Resources &
Cultural Arts*

2327 SALZEDO STREET
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MEMBERS	F	M	M	A	A	J	J	A	S	O	N	D	J	J	APPOINTED BY:
	19	19	+	19	19	19	19	19	19	19	+	+	20	20	
Leslie Pantin	P	E	E	P	P	P	-	P	P	P	P	P	P	P	Mayor Raul Valdes-Fauli
Dr. Fernando Alvarez- Perez	P	P	P	P	E	P	-	E	E	P	E	P	P	E	Vice-Mayor Vince Lago
Betty Horwitz	P	P	P	P	P	P	-	P	P	E	P	P	P	P	Commissioner Pat Keon
Frank Martinez*	P	P	E	P	P	E	-	P	P	P	A	P	P	P	Commissioner Michael Mena
June Morris* Vice Chair						P	-	P	P	P	P	E	P	P	Commissioner Jorge Fors
Dr. Bernice Roth Chair	P	P	P	P	P	P	-	E	P	P	P	P	P	P	City Manager Peter Iglesias
Dr. Rosa Maria	E	P	E	P	P	P	-	P	P	P	P	P	P	P	Board Appointee

LEGEND: A = Absent; P = Present; E = Excused; * = New Member; ^= Resigned Member;
- = No Meeting + = Special Meeting

STAFF:

Kara Kautz, Historical Resources & Cultural Arts Interim Director
Catherine Cathers, Arts and Culture Specialist, Historical Resources and Cultural Arts Dept.

RECORDING AND PREPARATION OF MINUTES: Catherine Cathers, Arts and Culture Specialist,
Historical Resources and Cultural Arts

Dr. Roth called the Cultural Development Board special meeting to order at 5:05 p.m.

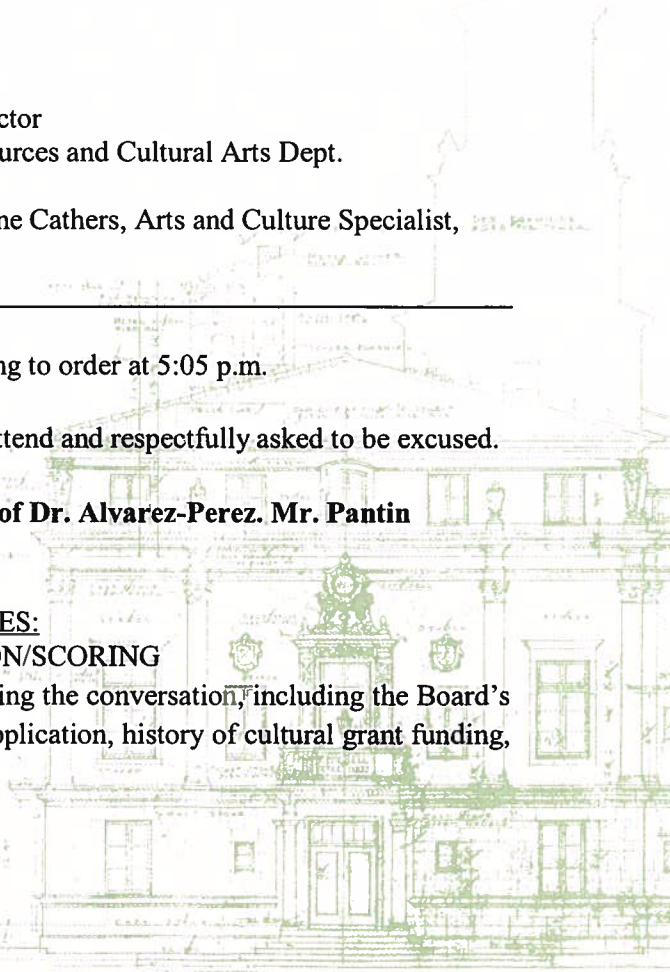
The Board was advised that Dr. Alvarez-Perez was unable to attend and respectfully asked to be excused.

Mr. Martinez made a motion to accept the absence of Dr. Alvarez-Perez. Mr. Pantin seconded the motion, which passed unanimously.

CULTURAL GRANT DISCUSSION & PROPOSED UPDATES:

a. GUIDELINES, APPLICATION, PROCESS, EVALUATION/SCORING

Board members were provided with materials to reference during the conversation, including the Board's establishing resolution, current cultural grant guidelines and application, history of cultural grant funding, and the Florida State scoring rubric.



Dr. Roth opened the discussion and asked if Board members had met with their appointing officials. Not all Board members were able to do so prior to this meeting. Dr. Roth shared her conversation with the City Manager, saying he was pleased with the board's work and the Cultural Grant process. He further stated, she said, that new grant applicants should not have preferential treatment. Ms. Horwitz said Commissioner Keon agreed, saying it should be a fair process. The Board concurred. Ms. Horwitz continued, saying Commission Keon supports mandatory one on one meetings for all new applicants.

General concerns were made regarding the readability and presentation of some applications.

The Board noticed an increase in funds requested through the years, recognizing that the cost to present cultural programming has increased through the years.

The Board discussed the confusion of having the Coral Gables Museum grant amount included with the figures for the general pool of cultural grant funding and agreed to replace it with a notation referencing support. Staff confirmed that Museum grant funds are a separate line item in the general budget.

The Board reviewed the Guidelines and Application overall and recommended minor updates.

Discussion continued about how best to support new applicants. In addition to the mandatory meetings with staff, the Board recommended forwarding resources to applicants, including grant writing classes at Miami-Dade College or other institutions. Ms. Cathers stated that an informal correction period is in place; however, it would help to formalize and include it in the process. The review, she said, will allow an opportunity to make sure questions are answered, attachments included, and budgets balanced. Editing for content, she continued, would not be part of this process and would comply with other municipal grant best practices.

Use of a scoring matrix was discussed. The Board referred to the example from the Florida Division of Cultural Affairs and agreed that it would be a helpful tool to justify scores.

The Final Report was discussed; however, no updates were agreed to at this time.

In summary, the Board agreed to:

- Direct potential applicants to grant writing resources
- Include a correction period in the grant process
- Apply a rubric to assist with scoring

b. TIMELINE

Board members were provided with a proposed revised timeline. Staff discussed, noting the current process is significantly retroactive with funding approved after programs have already occurred. Staff asked the Board to consider recommending a revised timeline for completion of the grant review, scoring, and approval process by late spring, early summer. It was noted that this would align with the City's general funded initiatives and with other government grant timelines at the local, regional, and state levels, allowing for funding to be released at the start of the fiscal year.

Dr. Roth was not in agreement and recommended waiting until after the last budget meeting (this year, September 22nd) to review grant applications when available funds are confirmed. Ms. Kautz responded

that it would help organizations (more accurately) set budgets and avoid approving events and programs that have already occurred (Acknowledging the City is a requirement of grant recipients; at this time, organizations must meet this requirement without the assurance of recommended City funding). Ms. Horwitz shared Commissioner Keon's opinion that the process should wait until funds are confirmed.

The Board discussed how an advance review process would work. There was concern about approving funding without a guarantee of the total cultural grant fund allocation. Ms. Morris referenced the anticipated 3% annual increase (of cultural grant funds) and the statement (in materials and information given to grant applicants) that recommended funding is not guaranteed. Staff stated that scoring and recommended distribution could be completed and proposed in advance, approved by the City Commission, with actual funded amounts confirmed following final approval of the City budget (in sync with general budget items, including the Coral Gables Museum cultural grant). Board members noted this would give Commissioners advance notice of cultural program initiatives in Coral Gables and a better idea of what the City is funding.

Staff reviewed the time required to process the applications following the Board's recommendation and preparation for City Commission, noting that several weeks are required prior to the release of funds.

Mr. Pantin asked how other City budget items are determined and staff responded that a similar process of advance request and approval is in place, confirmed at the final budget hearing, with funds available October 1st of the new fiscal year.

Mr. Pantin suggested trying, to see how it works. Ms. Horwitz asked if it changes, that the process is completed before the summer and wondered if applicants will have enough time to prepare. Staff responded that organizations have their programming or proposed programming in place by that time and have already prepared, or are preparing, similar applications for other government funding opportunities.

With no further discussion, the following motion was made:

Ms. Morris made a motion recommending updates to the Cultural Grant and timeline as discussed and presented. Mr. Pantin seconded the motion, which passed with five in favor and one opposed.

OLD BUSINESS:

There was no old business

DISCUSSION ITEMS:

Ms. Cathers announced available tickets to the Dranoff 2 Piano Foundation program at the Coral Gables Art Cinema. Board members were encouraged to attend.

Mr. Pantin shared his conversation with the Mayor regarding how to advance the Art in Public Places process for construction projects. All agreed that the process needs to be aligned with initial design conversations. The Board discussed the prominence of the new Fire Station and importance of having a significant artwork visible along U.S. 1. Staff responded that RFQs will be issued as soon as possible. Staff agreed and said ideally artwork should be approved prior to BOA approval. It's not required at this time but is encouraged and developers would benefit from incorporating the art into final construction drawings to streamline the permitting process.

Dr. Roth stated that she attended the last Arts Advisory Panel meeting and was impressed with the level of discussion and consideration regarding public art proposals. She reported on artwork proposed for The Plaza and the Panel's assessment that the work appeared replicated and not unique to Coral Gables.

ITEMS FROM THE SECRETARY:

There being no further business, the Cultural Development Board meeting adjourned at 6:49 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Catheris", is positioned above the typed name.

Catherine J. Cathers
Arts & Culture Specialist